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ABSTRACT

The Education Consolidation and Improvement Act (ECIA) Chapter 2 Evaluation Unit provides program evaluation and evaluation technical services for designated ECIA Chapter 2 projects in the District of Columbia Public Schools. This report examines the status of inputs, processes, and outcomes, intended and observed, of the Evaluation Unit during the 1983-84 grant year. Stated objectives of the Evaluation Unit were as follows: (1) evaluating designated Chapter 2 projects, based on final reports submitted to the Superintendent; (2) technical assistance in evaluation of design, theory, and implementation of Chapter 2 projects; (3) aid to Chapter 2 project directors in dissemination of project evaluations; and (4) professional development of Evaluation Unit personnel. Findings are summarized, then tabulated according to intended and observed inputs, processes, and outcomes for each of the four objectives listed above. The findings include the following: project directors indicated satisfaction with the quality of technical assistance provided by the Evaluation Unit, evaluation reports were disseminated, and Evaluation Unit personnel attended workshops, inservices, and professional meetings. Five appendixes provide instrumentation and supporting data. (TE)

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PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

ECIA CHAPTER 2 EVALUATION UNIT

FINAL REPORT

1983-1984

Prepared by
Division of Quality Assurance

1983-1984

ECIA CHAPTER 2 EVALUATION UNIT

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ECIA CHAPTER 2 EVALUATION UNIT

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EVALUATION OF ECIA CHAPTER 2 EVALUATION UNIT

SUMMARY OF FINDINGS

Stated Objectives

OBJECTIVE A. During the 1983-84 grant year the ECIA Chapter 2 Evaluation Unit will evaluate the designated Chapter 2 projects, as evidenced by completed final reports submitted to the Superintendent of Schools during the year following the year of evaluation.

OBJECTIVE B. During the 1983-84 Grant year the ECIA Chapter 2 Evaluation Unit will provide technical assistance in evaluation in the areas of design, theory and implementation of the Chapter 2 projects, as evidenced by a record on file in the Division of Quality Assurance, of technical assistance given, and feedback from Project Directors.

OBJECTIVE C. During the 1983-84 Grant year the ECIA Chapter 2 Evaluation Unit will aid Chapter 2 project directors in the dissemination of the evaluation of their projects, as evidenced by records of presentations made and articles submitted for publication.

OBJECTIVE D. During the 1983-84 Grant year the ECIA Chapter 2 Evaluation Unit personnel will participate in professional development as evidenced by certificates of completion of courses attended, on file in Personnel Folders and of registration material of conferences attended on file in the Quality Assurance Division.

Findings

1. Evaluation designs for the nine 1983-84 projects were completed by November, 1983.

2. Evaluation designs for the ten 1984-85 projects were completed by June, 1984.

3. Interim reports for all 1983-84 full year projects were completed by March 31, 1984. The interim report for a summer project was completed before the end of the session.

4. Final evaluation reports for the ten 1982-83 projects were completed and submitted to the superintendent by January 30, 1984.

5. The report of technical assistance by ECIA Chapter 2 Evaluation Unit personnel showed that such assistance was provided (in person) to project directors and others, a total of 94 times.

6. Responses to a questionnaire showed that project directors rated 92% of items above average, indicating satisfaction with the quality of technical assistance provided by the Evaluation Unit.

7. Four presentations concerning ECIA Chapter 2 projects were made at regional and national conferences.

8. Final evaluation reports were submitted to the ERIC system and notification of acceptance have begun to arrive.

9. Two articles concerning ECIA Chapter 2 projects have been submitted for publication.

10. Each member of the ECIA Chapter 2 Evaluation unit attended at least two workshops or inservices during the 1983-84 project year.

11. Each professional staff member attended at least five professional meetings during the 1983-84 project year.

FINAL EVALUATION REPORT

ECIA CHAPTER 2 EVALUATION UNIT

Unit Director

Marcia McBeath

Unit Location

Division of Quality Assurance
Suite 1013, Presidential Building

Target Population

ECIA Chapter 2 projects designated to be evaluated by the ECIA Chapter 2 Evaluation Unit

Description of Unit

The ECIA Chapter 2 Evaluation Unit consists of a Director, an Educational Research Assistant, an intern (Educational Psychology graduate student), an Administrative Clerk and occasional part-time help as needed. The Unit provides program evaluation and evaluation technical services for designated ECIA Chapter 2 projects. Services include preparation of evaluation designs, interim evaluation reports and final evaluation reports as well as assessment, instrument design, data analysis and dissemination of evaluation results.

Final Evaluation Report Contents

The format of the final evaluation report is based upon the PMI (Planning, Monitoring, Implementing) evaluation model developed by the Division of Quality Assurance, District of Columbia Public Schools. (See Appendix A.)

The report examines the status of inputs, processes and outcomes, intended and observed. The procedures for data collection included observations, examination of records and interviews with project personnel. Each observed item describes the evidence on which the status was based. Some of the findings are expanded on, in the appendixes, as noted. Project objectives and a summary precede the PMI data.

Results

The results of the evaluation are summarized in this section. Following the narrative are the inputs, processes and outcomes on which this summary is based presented in the PMI reporting format. Supporting data are in the appendix.

OBJECTIVE A. During the 1984-85 grant year the ECIA Chapter 2 Evaluation Unit will evaluate the designated Chapter 2 projects, as evidenced by completed final reports submitted to the Superintendent of Schools during the year following the year of evaluation.

The status was agreement between all intended and observed inputs except two. Those in agreement included people such as project directors, managers and other project personnel; Evaluation Unit director, research assistant, intern, administrative assistant and other support personnel. Clerical services for reproduction of materials were adequate as was office space. Public transportation was generally used for site visits and was reported to be adequate as were technical equipment and office supplies. The two inputs showing discrepancies were computer consultation and adequate technical equipment. Some computer consultation was provided usually after a long wait. The equipment needed is a word processor, since the availability of the DQA machines is limited.

All intended and observed process items were in agreement. These included planning, drafting, editing and completing evaluation designs for the 1983-84 school year; collecting and analyzing data, drafting, reviewing, editing, completing and disseminating final reports for the 1982-83 school year; meeting with project directors to examine evidence concerning the status of intended inputs and processes for the 1983-84 interim reports; site visits to observe projects; drafting, editing and completing interim reports; and planning and collecting data for 1983-84 final reports. Although the activities leading to the objectives were completed according to time schedules, this occurred because all unit members worked extra (compensatory) time due to staffing limitations.

The three outcomes were in agreement. By November 30, 1983 evaluation designs were completed for eight projects (two from the previous year were combined into one). Also, within one month of the assignment, a design was completed for the summer program, the Nature-Computer Camp. In addition, because of a change in planning schedules, the evaluation designs for the 1984-85 school year were completed in the spring of 1984 for the eight full year projects plus one new one. Reports were distributed as working documents to project directors, project managers and the Director of ECIA Chapter 2 LEA.

The ten final reports for 1982-83 were submitted to the superintendent by January 30, 1984 and were distributed as above, as well as to the School Board and the Executive Council.

The nine interim reports for 1983-84 were completed by March 31, 1984 and distributed as working documents to project directors, project managers and the Director of ECIA Chapter 2 LEA.

With all of the observed outcomes in agreement with the expected ones, Objective A, evaluating the designated programs, has been reached.

OBJECTIVE B. During the 1984-85 Grant year the ECIA Chapter 2 Evaluation Unit will provide technical assistance in evaluation in the areas of design, theory and implementation of the Chapter 2 projects, as evidenced by a record on file in the Division of Quality Assurance, of technical assistance given and feedback from Project Directors.

All inputs showed a status of agreement between the intended and the observed items. In addition to those which are the same as in Objective A, items included other members of the Division of Quality Assurance available for consultation; other projects interested in Chapter 2 evaluation methods; and data collection material.

Processes showed agreement between all intended and observed items. Members of the Evaluation Unit participated in a workshop for project personnel on September 23, 1983; assisted project directors in writing their objectives, inputs, processes and outcomes for their evaluation designs; attended project orientation meetings (Basic Skills and Gifted/Talented) to explain evaluation requirements; assisted project directors with their data collection methods and instruments and other aspects of technical assistance in the area of evaluation. As time permitted, unit members consulted with other projects interested in Chapter 2 evaluation methods such as the Migrant Education Program, Special Education, Resident Supervisory Support for Teachers NDN continuation proposal, and "Rent-a-Teen" proposal. The Satisfaction Questionnaire was refined for use with project directors, distributed, analyzed and summarized.

Both outcomes had the status of agreement between observed and intended. The report of technical assistance showed a total of 77 visits to the 10 project directors to provide technical assistance and of 17 contacts with other projects. The summarized results of the 29 items on the Satisfaction Questionnaire completed by project directors showed 92% above average ratings. Thus, Objective B, on providing technical assistance, has been met.

OBJECTIVE C. During the 1984-85 Grant year the ECIA Chapter 2 Evaluation Unit Unit will aid Chapter 2 project directors in the dissemination of the evaluation of their projects, as evidenced by records of presentations made and articles submitted for publication.

There were no discrepancies on the inputs for Objective C. In addition to previously mentioned personnel, this objective needed the services of the Division of Quality Assurance's Research Information Center; information and materials related to future conferences and submission of articles to journals; and adequate office supplies and materials. All inputs were observed to be as intended.

All four processes showed agreements between intended and observed items. These were on informing project directors of upcoming professional meetings, submitting proposals for them, submitting evaluation reports to the ERIC system for dissemination; and submitting of journal articles.

The processes led to accomplishment of the outcomes. Presentations were made at national conferences of the American Psychological Association, The American Educational Reserach Association and the Time-on-Task First National Invitational Conference. Also, Chapter 2 evaluation reports were submitted to the ERIC system and accepted. In addition, two articles, one on the Nature Computer project and one on Antecedent vs Block Grants, have been submitted for publication. With all of the outcomes observed to have been accomplished as intended, this objective has been met.

OBJECTIVE D. During the 1984-85 Grant year Chapter 2 Evaluation Unit personnel will participate in professional development as evidenced by certificates of completion of courses attended, on file in Personnel Folders and of registration material of conferences attended on file in the Quality Assurance Division.

Items showing a status of agreement between the observed and intended inputs of Objective D in addition to unit personnel, were information on classes, inservices, workshops and professional meetings; budget item for professional meetings; and adequate office supplies. The one input in which there was a discrepancy was a budget item for professional development courses. Funds had been requested but it was necessary to revise the budget lower and those funds were removed.

There was agreement between all intended and observed processes for this objective. The project director informed Unit members of inservice and other professional development meetings, encouraged participation providing funding where possible and kept records of attendance.

Both of the outcomes showed agreement between intended and observed items. Each member of the unit attended at least two workshops or inservices during the year. These included a Paraprofessional Conference, Mapper User Workshop, and Levels-of-Use training. In addition, each professional staff member attended professional meetings throughout the year. These included the Grants Administration Conference and the Concerned Leaders in Educational Administration and Research Annual Meeting. Thus, Objective D has been achieved.

As may be seen in this summary, all of the 1983-84 objectives of the ECIA Chapter 2 Evaluation Unit have been met. The contents of the report will be made available to the LEA Chapter 2 Director, the Superintendent and the School Board to help them in their decision-making concerning this unit.

FINAL EVALUATION REPORT

PLANNING, MONITORING, AND IMPLEMENTATION (PMI)
EVALUATION MODEL FOR DECISION-MAKING

Reporting Form

Goal: To facilitate and support educational accountability and decision making

Objective A: During the 1983-84 grant year the ECIA Chapter 2 Evaluation Unit will evaluate the designated Chapter 2 projects, as evidenced by completed final reports submitted to the superintendent of schools during the year following the year of evaluation.

PART I

INPUTS

INTENDED	STATUS	OBSERVED
a. ECIA Chapter 2 L.E.A. Administrator (Acting Assistant Superintendent)	Agreement	a. The ECIA Chapter 2 LEA Administrator maintains close communication with the Evaluation Unit through meetings, memorandums, and telephone calls.
b. Division of Quality Assurance (DQA) Acting Assistant Superintendent (ECIA Chapter 2 Evaluation Unit Project Manager)	Agreement	b. The DQA Assistant Superintendent signs all official Evaluation Unit documents.
c. Division of Quality Assurance Assistant for Evaluation	Agreement	c. The DQA assistant for Evaluation supervises the Evaluation Unit staff, reads and critiques all Unit reports, and consults in the management of the Unit.
d. ECIA Chapter 2 Project Directors, Managers and other personnel	Agreement	d. All project directors and managers are listed in the Chapter 2 Directory. The Evaluation Unit staff has met with personnel from all of the projects.
e. ECIA Chapter 2 Evaluation Unit Project Director	Agreement	e. The project director has been assigned to the unit as evidenced by personnel records.

OBJECTIVE A

PART I (continued)

INPUTS

INTENDED	STATUS	OBSERVED
f. ECIA Chapter 2 Educational Research Assistant	Agreement	f. The research assistant has been assigned to the unit as evidenced by personnel records.
g. ECIA Chapter 2 Intern	Agreement	g. The intern has been assigned to the unit as evidenced by personnel records.
h. ECIA Chapter 2 Administrative Clerk	Agreement	h. The administrative clerk has been assigned to the unit as evidenced by personnel records.
i. Clerical support provided by the Division of Quality Assurance	Agreement	i. The project director verified that clerical support has been provided by the division.
j. Computer Consultation as needed	Discrepancy	j. The project director verified that some computer consultation was provided. However, there is a need for more consultation time than is presently available.
k. Adequate reproduction services (Clerical Services)	Agreement	k. Clerical Services have provided adequate reproduction services as evidenced by reports on file.
l. Adequate office space	Agreement	l. Office space is observed to be adequate.
m. Adequate transportation for site visits	Agreement	m. Public transportation is generally used as evidenced by records on file in the project office. Unit personnel state that transportation has been adequate.

OBJECTIVE A

PART I (continued)

INPUTS

INTENDED	STATUS	OBSERVED
n. Adequate technical equipment (computers, calculators, word processors)	Discrepancy	n. Technical equipment in the DQA is adequate in all areas except that the availability of the word processor for use by the unit is limited. Approximately 80 percent of the work performed by the administrative clerk requires the word processor.
o. Adequate office supplies	Agreement	o. Office supplies have been observed to be adequate.

OBJECTIVE A

PART II

PROCESSES †

INTENDED	STATUS	OBSERVED
ECIA Chapter 2 Evaluation Unit personnel will perform the following activities:		
1.1 Examine 1983-84 individual program plans submitted by project directors to the Chapter 2 L.E.A. Administrator (Acting Assistant Superintendent);	Agreement	1.1 Program plans are on file in the Unit office. They were examined by unit personnel and used in preparation of evaluation designs as may be observed by comparing documents.
1.2 Meet with project directors to plan the evaluation designs;	Agreement	1.2 Evaluation design meetings were held as documented on the Evaluation Unit Calendars.
1.3 Draft evaluation designs;	Agreement	1.3 Evaluation designs were drafted and are on file in the Evaluation Unit office.
1.4 Submit designs to Quality Assurance's Assistant for Evaluation, for editing;	Agreement	1.4 The QA assistant for Evaluation edited the designs; the edited versions are on file in the Evaluation Unit Office.
1.5 Complete evaluation designs, type, duplicate and distribute to project directors, project managers and Chapter 2 L.E.A. administrator;	Agreement	1.5 Evaluation designs were completed and disseminated in November 1983 as evidenced by transmittal letters on file.
2.1 Collect 1982-83 final data from project directors;	Agreement	2.1 Final data were collected from project directors as evidenced by materials on file.

† Processes numbered to correspond with outcomes

OBJECTIVE A

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
2.2 Analyze final data;	Agreement	2.2 Computer printouts, caculator tapes and other records show analyses of final data.
2.3 Draft final reports;	Agreement	2.3 Final reports were drafted in December, 1983 with draft copies kept until final copies were distributed. Because of staffing limitations, all members of the unit worked many hours of overtime (compensatory time) in order to complete the reports on time.
2.4 Submit final reports to Quality Assurance's Assistant for Evaluation, for editing;	Agreement	2.4 The assistant for Evaluation (DQA) reviewed and edited all final reports as shown by draft copies.
2.5 Complete writing and typing of final reports, and arrange to have report covers prepared;	Agreement	2.5 Suggested changes were incorporated, typing completed and covers prepared as evidenced by completed reports on file.
2.6 Invite project directors to review final reports;	Agreement	2.6 Project Directors were invited to review final reports as documented in a letter dated December 19, 1983.
2.7 Send final reports to clerical services for duplicating;	Agreement	2.7 Final reports were sent to clerical services for duplicating as evidenced by "Request for Reproduction-Transcript Sheet" completed forms on file.

† Processes numbered to correspond with outcomes

OBJECTIVE A

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
2.8 Assemble final reports;	Agreement	2.8 Reports were assembled as evidenced by final reports on file.
2.9 Prepare transmittal letter to submit final reports to superintendent and school board;	Agreement	2.9 Transmittal letters to the Superintendent and the Board of Education, dated January 31, 1984 are on file.
2.10 Distribute final reports to project directors and other interested persons;	Agreement	2.10 Final reports were distributed to project directors, project managers, Superintendent's executive committee and other interested persons as evidenced by transmittal letters on file.
3.1 Meet with project personnel to examine evidence concerning the status of their intended inputs and processes for 1983-84 interim reports, and to review intended outcomes;	Agreement	3.1 Interim report meetings were set up with all project directors as shown on Evaluation Unit calendar. All meetings were completed in February 1984 with notes on file in the unit office.
3.2 Visit project sites to observe evidence concerning the status of intended inputs and processes;	Agreement	3.2 Project sites were visited, with records on unit transportation logs and calendars.
3.3 Draft interim reports and Submit them to Quality Assurance's Assistant for Evaluation, for editing;	Agreement	3.3 Interim reports were drafted and edited verified by Quality Assurance's Assistant for Evaluation.

† Processes numbered to correspond with outcomes

OBJECTIVE A

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
3.4 Complete interim reports, type, duplicate and distribute to project directors, project managers and Chapter 2 L.E.A Administrator;	Agreement	3.4 Interim reports were completed and distributed in March, 1984 and are on file with project directors, managers and in the ECIA Chapter 2 Evaluation Unit Office.
4.1 Meet with project personnel to update observed inputs and processes in the interim reports for the 1983-84 final reports, and begin collection of outcome data;	Agreement	4.1 Meetings were held with project personnel and collection of data begun. A log containing dates of visits is on file in the ECIA Chapter 2 Evaluation Unit office.
4.2 Visit project sites to observe evidence concerning the status of intended inputs, processes and outcomes for the 1983-84 final reports.	Agreement	4.2 Site visits to observe evidence were held with dates recorded in Unit logs.

† Processes numbered to correspond with outcomes

OBJECTIVE A

PART III

OUTCOMES

INTENDED	STATUS	OBSERVED
1. By November 30, 1983 completed evaluation designs for all 1983-84 full year projects designated to be evaluated by the ECIA Chapter 2 Evaluation Unit, will be on file in the Division of Quality Assurance. Evaluation designs for projects which begin after September 1983 will be completed within one month of the assignment.	Agreement	1. By November, 1983, evaluation designs were completed as working documents for the following full year projects: -District Facilitator Project -Educational Technology -Embassy Adoption Program -Gifted and Talented Education -Improving Basic Skills in Reading and Mathematics (Note - This project combined the two separate ones from the previous year: Basic Skills and Mathematics Resources) -Multi-Arts Service -School Library Resources -Teacher Center In addition, within one month of the assignment, the evaluation design was completed for the following summer project: -Nature-Computer Camp Because of a change in ECIA Chapter 2 Evaluation Unit planning to improve operations, the evaluation designs for the 1984-85 school year were completed in the spring of 1984. These included all of the above, plus a new program: -Resident Supervisory Support for Teachers. All designs are on file in the unit office and in each project site headquarters. In addition, copies were distributed to project managers and to the Director of the ECIA Chapter 2 LEA.

OBJECTIVE A

PART III (continued)

OUTCOMES

INTENDED	STATUS	OBSERVED
2. By January 30, 1984 final evaluation reports for all projects evaluated during the 1982-83 year will have been submitted to the Superintendent of Schools.	Agreement	2. By January 30, 1984 final reports for all of the 1982-83 projects were submitted to the superintendent as evidenced by the transmittal letter. Distribution was also made to the School Board, the Executive Council, the Director for ECIA Chapter 2 SEA, the project directors and the project managers. Final reports were for the same projects as the above evaluation designs except for the new supervisory project.
3. By March 31, 1984 completed interim reports for all 1983-84 full year projects designated to be evaluated by the ECIA Chapter 2 Evaluation Unit, will be on file in the Division of Quality Assurance.	Agreement	3. By March 31, 1984 completed interim reports were on file in the Division of Quality Assurance, ECIA Chapter 2 office. Reports were on file for all of the full-year projects listed under 1. above. The interim report for the Nature-Computer Camp held during the summer of 1983 was also on file.
4. *(By January 30, 1985 final evaluation reports for all projects evaluated during the 1983-84 year will have been submitted to the DCPA Superintendent of Schools.)	*	4. *

* For information only - this outcome will be included in the 1984-85 reports.

FINAL EVALUATION REPORT

PLANNING, MONITORING, AND IMPLEMENTATION (PMI)
EVALUATION MODEL FOR DECISION-MAKING

Reporting Form

Goal: To facilitate and support educational accountability and decision making

Objective B: During the 1983-84 Grant year the ECIA Chapter 2 Evaluation Unit will provide technical assistance in evaluation in the areas of design, theory and implementation of the Chapter 2 projects, as evidenced by a record on file in the Division of Quality Assurance, of technical assistance given and feedback from Project Directors.

PART I

INPUTS

INTENDED	STATUS	OBSERVED
Inputs "a" through "n" are the same as those in Objective A. Please see page 1.		
o. Other members of the Division of Quality Assurance for consultation such as in assessment, research and data processing	Agreement	o. The project director verified that consultation from other DQA members has been provided.
p. Other projects interested in Chapter 2 evaluation methods	Agreement	p. Other programs documented by records as having demonstrated an interest in the PMI model include Special Education, Migrant Education, and the Rent-a-Teen Program.
q. Available questionnaires, checklists and other prepared data collection material	Agreement	q. Data collection material was examined by the Assistant for Evaluation.
r. "Satisfaction Questionnaire" for use with Project Directors	Agreement	r. The questionnaire was completed and is on file in the Evaluation Unit office.

OBJECTIVE B

PART II

PROCESSES †

INTENDED	STATUS	OBSERVED
ECIA Chapter 2 Evaluation Unit Personnel will perform the following activities:		
1.1 Participate in a workshop for Chapter 2 project directors in the area of evaluation;	Agreement	1.1 Two project directors' meetings were held in which Evaluation Unit members participated. The first was held on September 23, 1983. In addition, a workshop held for non-public school ECIA Chapter 2 participants on the PMI evaluation model was open to project directors and was attended by a new project director. All meetings were verified by letters to project directors and by agendas.
1.2 Assist Chapter 2 Project Directors in writing behavioral objectives to be used for their projects and for the evaluation designs;	Agreement	1.2 Evaluation Unit personnel assisted Project Directors in writing or editing behavioral objectives for their projects with the new objectives documented in the evaluation designs.
1.3 Assist Chapter 2 Project Directors in describing measurable intended inputs, processes and outcomes for their projects and for the evaluation designs;	Agreement	1.3 Memos to project directors, calendar documentation of appointments with them, and draft evaluation designs are evidence of unit personnel assisting in descriptions of inputs, processes and outcomes.
1.4 When requested, attend orientation or staff development meetings held by Chapter 2 Project Directors to explain evaluation requirements;	Agreement	1.4 Evaluation Unit members met with project personnel at meetings set up by the project directors on October 18, 1983 (Basic Skills) and February 21, 1984 (Gifted/Talented) to explain evaluation requirements, as evidenced by agendas.

† Processes numbered to correspond with outcomes

OBJECTIVE B

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
1.5 When needed, assist Chapter 2 Project Directors in establishing data collection methods;	Agreement	1.5 Evaluation Unit members discussed data collection methods with all project directors. Some specific decisions resulting from the discussions were as follows: a. Basic Skills - For the second semester, project coordinators will send the check-list to the teachers in advance of monitoring visits. b. Gifted/Talented - For attitude scales, a post-test only design will be used, forms to be sent through teachers. c. School Library Resources - Strategies will be disseminated for encouraging teacher use and record keeping by librarian-media specialists of High-Tech Mathematics and Science Information Banks. d. Teacher Center - At large student courses held through the Center, each participating teacher will be provided with a packet of evaluation forms with a sign-in list attached.
1.6 When needed, locate or assist Chapter 2 Project Directors in designing, questionnaires, check-lists and other data collection instruments;	Agreement	1.6 Project directors were assisted with data collection instruments as evidenced by memos and completed instruments.

OBJECTIVE B

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
1.7 Locate or design answer sheets for computer scanning and scoring of project data;	Agreement	1.7 Members of the Evaluation Unit designed computer-scored answer sheets on file with the Director of Research and Student Assessment.
1.8 Consult with Chapter 2 Project Directors and their staffs on an on-going basis to provide other technical assistance in the area of evaluation;	Agreement	1.8 Technical assistance was provided to projects as evidenced by a log examined by the Assistant for Evaluation.
1.9 When needed to provide technical assistance, request consultation from other members of the Division of Quality Assurance such as in assessment, research and data processing;	Agreement	1.9 Formal consultation is documented in memos (ex. data processing). The unit director verified that other consultation has occurred (ex. research, testing).
1.10 As time permits, consult with other projects interested in Chapter 2 evaluation methods,	Agreement	1.10 The Migrant Education program presented the PMI Model on which consultation had been provided by the Evaluation Unit, at a regional meeting. Others in the group have requested further information. Several meetings have been held with members of Special Education interested in the Unit's evaluation methods. The "Resident Supervisory Support for Teachers" NDN project requested and received consultation on

† Processes numbered to correspond with outcomes

OBJECTIVE B

PART II (continued)

PROCESSES †

INTENDED	STATUS	OBSERVED
1.10 (continued)		1.10 (continued) evaluation for her continuation proposal. Teachers preparing a "Rent-a-Teen" proposal requested and received consultation on evaluation for their proposal. These and similar consultations were verified by the unit project director.
2.1 Refine "Satisfaction Questionnaire" for use with Chapter 2 Project Directors, to receive feedback on technical assistance provided;	Agreement	2.1 The refinement was completed and the resultant questionnaire is on file in the Unit office.
2.2 Distribute "Satisfaction Questionnaires," collect and follow-up if necessary;	Agreement	2.2 Questionnaires were distributed at the project director's meeting held on June 12, 1984.
2.3 Analyze and summarize data from "Satisfaction Questionnaires."	Agreement	2.3 Data were summarized and analyzed as evidenced by the data analysis printout on file in the Unit office.

† Processes numbered to correspond with outcomes

OBJECTIVE B

PART III

OUTCOMES

INTENDED	STATUS	OBSERVED
1. By June 30, 1984, a report on file in the Division of Quality Assurance will show a record of technical assistance provided throughout the year.	Agreement	1. The report of technical assistance on file in the ECIA Chapter 2 Evaluation Unit office, is summarized in Appendix B. It shows a total of 77 visits to project directors to provide technical assistance, an average of 7.7 visits per project. In addition as shown in Appendix B technical assistance in the form of workshops, questionnaire construction, test selection and evaluation design, was given a total of 17 times to 6 other projects.
2. By June 30, 1984, the analysis of results of a questionnaire sent to Chapter 2 Project Directors will show satisfaction with the quality of technical assistance provided by the Chapter 2 Evaluation Unit.	Agreement	2. The questionnaire distributed to the 9 project directors was returned by 7 of them, a 78% response rate. A copy of the questionnaire and summarized results of the 29 rated items are shown in Appendix C. A total of all 29 items show that 92% were rated above average, indicating satisfaction with the quality of technical assistance provided by the Evaluation Unit.

FINAL EVALUATION REPORT

PLANNING, MONITORING, AND IMPLEMENTATION (PMI)
EVALUATION MODEL FOR DECISION-MAKING

Reporting Form

Goal: To facilitate and support educational accountability and decision making

Objective C: During the 1983-84 Grant year the ECIA Chapter 2 Evaluation Unit will aid Chapter 2 project directors in the dissemination of the evaluation of their projects, as evidenced by records of presentations made and articles submitted for publication.

PART I

INPUTS

INTENDED	STATUS	OBSERVED
a. ECIA Chapter 2 Evaluation Unit personnel	Agreement	a. Names of members of the ECIA Chapter 2 Evaluation Unit are on file in the Quality Assurance office.
b. ECIA Chapter 2 project directors	Agreement	b. Names of project directors are recorded on the Chapter 2 Directory distributed by the LEA director.
c. Division of Quality Assurance Research Information Center	Agreement	c. The DQA Research Information Center is located in Room 1013, Presidential Building.
d. Information and submission materials on future conferences	Agreement	d. Materials on conferences have been examined by the Assistant for Evaluation.
e. Information on journals, newsletters and other media concerning submission of articles	Agreement	e. Information concerning submission of articles is on file in the Research Information Center.
f. Adequate office supplies and equipment	Agreement	f. The project director has verified that office supplies and equipment are adequate.

OBJECTIVE C

PART II

PROCESSES †

INTENDED	STATUS	OBSERVED
Chapter 2 Evaluation Unit personnel will perform the following activities:		
1.1 Encourage project directors to make presentations at conferences by informing them of upcoming meetings and helping them submit proposals;	Agreement	1.1 Memos on file show that project directors have been informed of meetings and given help on submitting programs.
1.2 Submit proposals for presentations at regional and national conferences on Chapter 2 projects including reporting evaluation results;	Agreement	1.2 Proposals with project directors were submitted for AERA and APA Annual Meetings as verified by documents on file.
2.1 Give final evaluation reports and presentation reports to the Division of Quality Assurance Research Information Center for submission to the ERIC system and other appropriate dissemination outlets;	Agreement	2.1 Final evaluation reports and presentation reports are on file in the Research Information Center and have been submitted to ERIC as evidenced by transmittal letters in the Research Informatic. Center.
3.1 Encourage project directors to submit articles to journals, newsletters and other media by informing them of appropriate sources and helping them with submissions;	Agreement	3.1 Discussions were held with project directors concerning submission of articles. Where plans were made to submit, project directors provided program information as needed, as evidenced by data on file in the Unit office.

† Processes numbered to correspond with outcomes

OBJECTIVE C

PART III

OUTCOMES

INTENDED	STATUS	OBSERVED
1. By June 30, 1984 printed programs on file in the Division of Quality Assurance will show that at least one Chapter 2 project was included in a presentation at a regional or national conference.	Agreement	1. Programs on record show that four presentations were made at regional and national conferences (see Appendix D).
2. By June 30, 1984 documents on file in the Division of Quality Assurance will show that information on Chapter 2 projects was submitted, to be included in the ERIC Educational Documents Abstracts.	Agreement	2. Transmittal letters in the Research Information Center, show that information was submitted for inclusion in the ERIC system, and notification has been received that several of the reports have been accepted.
3. By June 30, 1984 documents on file in the Division of Quality Assurance will show that at least one Chapter 2 project was submitted as an article for publication.	Agreement	3. Transmittal letters show that information for two articles, (Nature-Computer center, and Antecedent vs. Block Grants) have been submitted for publication.

FINAL EVALUATION REPORT

PLANNING, MONITORING, AND IMPLEMENTATION (PMI)
EVALUATION MODEL FOR DECISION-MAKING

Reporting Form

Goal: To facilitate and support educational accountability and decision making

Objective D: During the 1983-84 Grant year Chapter 2 Evaluation Unit personnel will participate in professional development as evidenced by certificates of completion of courses attended, on file in Personnel Folders and of registration material of conferences attended on file in the Quality Assurance Division.

PART I

INPUTS

INTENDED	STATUS	OBSERVED
a. ECIA Chapter 2 Evaluation Unit Personnel	Agreement	a. Personnel records are evidence that members of the Evaluation Unit are employed in the Division of Quality Assurance.
b. Information on classes, inservices and workshops	Agreement	b. Pertinent course information is on file in the Chapter 2 office.
c. Information on professional meetings	Agreement	c. Information on professional meetings is on file in the Research Information Center and the Evaluation Unit.
d. Budget items for professional development courses	Discrepancy	d. Funds were requested for professional development, but it was necessary to revise the budget lower and those funds were removed.
e. Budget item for professional meetings	Agreement	e. The ECIA Chapter 2 Evaluation Unit records show that funds were budgeted for registration at and travel to professional meetings.
f. Adequate office supplies	Agreement	f. The unit director verified that office supplies were adequate.

OBJECTIVE D

PART II

PROCESSES †

INTENDED	STATUS	OBSERVED
The ECIA Chapter 2 Project Director will perform the following activities:		
1.1 Inform Chapter 2 Evaluation Unit members of upcoming appropriate classes, inservices and workshops;	Agreement	1.1 Evaluation Unit members verified that they have been informed of inservice opportunities.
1.2 Encourage and provide funding where possible for unit members to attend appropriate classes, inservices and workshops;	Agreement	1.2 Evaluation Unit members verified that they have been encouraged to attend classes. Although no money was budgeted for this item, there have been no-cost classes offered through the DCPS of which unit members have taken advantage.
1.3 Keep records of classes, inservices and workshops attended by Unit Members;	Agreement	1.3 The Evaluation Unit director has a record of classes, inservices and workshops taken by unit members.
2.1 Inform Chapter 2 Evaluation Unit professional staff members of upcoming professional meetings;	Agreement	2.1 Professional staff members have verified that they were notified of upcoming professional meetings.
2.2 Encourage and provide funding where possible for Unit Members to attend professional meetings;	Agreement	2.2 Unit members verified that they have been encouraged to attend professional meetings and where required, funding has been provided.
2.3 Keep records of professional meetings attended by Unit Members.	Agreement	2.3 The unit director has a record of professional meetings attended by unit members.

† Processes numbered to correspond with outcomes

OBJECTIVE D

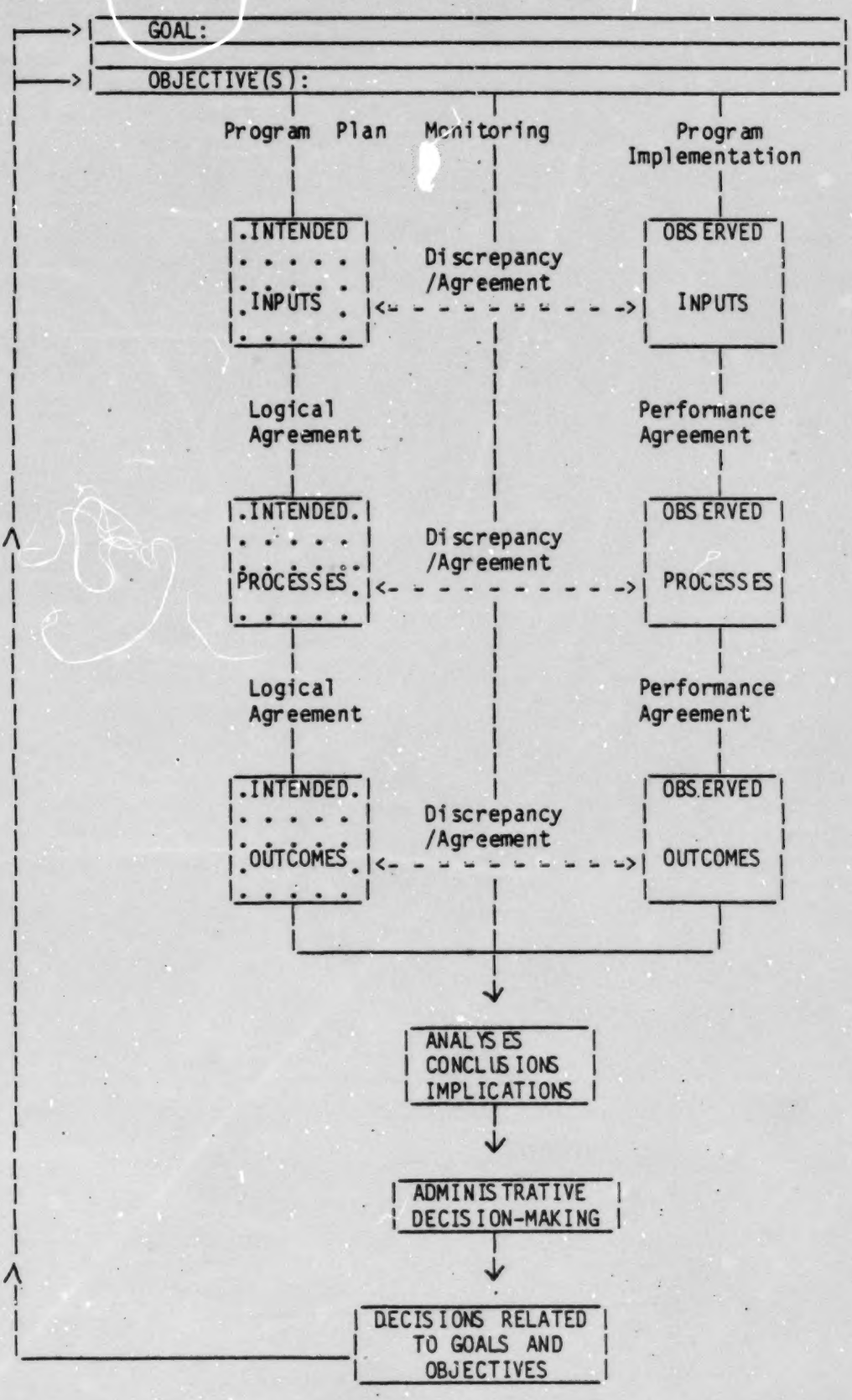
PART III

OUTCOMES

INTENDED	STATUS	OBSERVED
1. By June 30, 1983 each member of the Chapter 2 Evaluation Unit will have completed at least one class, inservice or workshop as evidenced by certificates of completion in each member's Personnel Folder.	Agreement	1. As may be seen by the record in Appendix E, and verified by other records on file in the Evaluation Unit office, each member of the unit attended at least two workshops or inservices during the 1983-84 project year.
2. By June 30, 1983 each professional staff member of the Chapter 2 Evaluation Unit will have attended at least one professional meeting as evidenced by registration material on file in the Division of Quality Assurance.	Agreement	2. As may be seen by the record in Appendix E, and verified by records on file, each professional staff member attended at least five professional meetings during the 1983-84 project year.

APPENDIX A

EVALUATION MODEL SCHEMA



APPENDIX B

Summary Report of Technical Assistance
ECIA Chapter 2 Evaluation Unit
July 1, 1983 - June 30, 1984

Following is a summary of direct assistance provided by the ECIA Chapter 2 Evaluation Unit during the 83-84 project year.

I. Technical Assistance to ECIA Chapter 2 Project Coordinators/Directors

Name of Project	Number of Contacts
Resident Supervisory Support for Teachers	2*
Nature-Comuter Camp	4
Teacher/Instructional Support Training Unit	6
School Library Resources	7
Multi-Arts Service Program	8
Educational Technology	9
Gifted and Talented Education Program	9
Improving Basic Skills in Reading and Mathematics	9
Embassy Adoption Program	10
Dissemination District Facilitator Project	13**
	Total 77

II. Workshops, Presentations and Technical Assistance to Other Projects

Grants Administration (S.E.A.)	1
Fillmore Arts Center	1
Special Education	2
Administrators' Leadership Training Academy (ALTA)	3
Private Non-Profit Schools	4
Test Selection Committee	6
	Total 17

* This was a new project in the planning stage
** Several meetings were in training the project research analyst.

APPENDIX C

Evaluation Questionnaire for ECIA Chapter 2
Coordinators/Directors

We would like you to help evaluate the ECIA Chapter 2 evaluation procedure and reports, 1982-83 on the criteria of utility, feasibility, propriety and accuracy by completing the attached questionnaire. Your cooperation in this matter is greatly appreciated.

I. Name of ECIA Chapter 2 project: _____

II. On the scale provided, rate the degree to which you agree with the following statements about the ECIA Chapter 2 Final Evaluation Reports, 1982-83.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

A. Utility	5	4	3	2	1
1. The summary and findings at the beginning of the report were clear and concise.					
2. The objectives were measurable.					
3. The evaluation model was appropriate.					
4. The level of involvement of program staff in the development of the evaluation design was adequate.					
5. The evaluation design served as an excellent planning tool for program staff.					
6. The interim evaluation report provided valuable feedback on problem areas of program implementation needing attention.					
7. The information provided on the context and background of the program was sufficient.					
8. The narrative summary was understandable.					
9. The information presented on the "intended-status-observed" reporting forms was sufficient.					
10. The procedures for data collection were clear.					

		5	4	3	2	1
11.	The level of technical sophistication was appropriate.					
12.	Technical terms were adequately explained.					
13.	The material in the Appendix was helpful.					
14.	The format of the report was acceptable.					
15.	The information presented addressed pertinent questions about the programs.					
16.	The information presented was responsive to information needs and/or interests about the programs.					
17.	The amount of information presented was adequate.					
18.	The report was provided in a timely fashion.					
B.	Propriety					
19.	The evaluation was complete and fair in its presentation of strengths and weaknesses.					
20.	The rights of human subjects were respected and protected.					
C.	Feasibility					
21.	Data collection at project site was conducted with minimum disruption.					
22.	Data collection at project headquarters was conducted with minimum disruption.					
23.	The time required for the instrument development/selection process was not excessive.					
24.	The time required for the administration of the instrument(s) was not excessive.					
D.	Accuracy					
25.	The project description was accurate.					
26.	The information presented on observed inputs was accurate.					

	5	4	3	2	1
27. The information provided on observed processes was accurate					
28. The information provided on observed outcomes was accurate.					
29. The conclusions reached were justified given the evidence presented.					

V. What suggestions do you have for improving the evaluation of the ECIA Chapter 2 programs?

_____

_____

_____

VI. Comments: _____

_____

_____

_____

_____

_____

_____

_____

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Prepared by
Division of Quality Assurance

APPENDIX D

CONFERENCE PRESENTATIONS

Name of Conference	Date of Presentation	Presenters	Topic
APA	August, 1983	M. McBeath/ J. Bland	PMI Evaluation Model
AERA	(2 presentations) April, 1983	M. McBeath, S. Prom G. Hoffman M. Harbeck E. Barton	Nature-Computer Camp, Antecedent vs. Block Grant
Time-On Task	June, 1984	S. Prom M. McBeath	Evaluation

APPENDIX E

1983-84

CLASSES, WORKSHOPS, INSERVICES,
CONFERENCES ATTENDED BY UNIT STAFF

DATE(S)	NAME OF ATTENDEE	MEETING ATTENDED	CLASS - C WORKSHOP - W INSERVICE - I CONFERENCE - CO PROFESSIONAL - P
8/24-8/25	Marcia McBeath - 8/24 Sukai Prom - Both Days	Superintendent's Summer Conference	CO and P
8/26-8/30	Marcia McBeath	APA	CO and P
10/24-10/28	Sukai Prom	AIMS Training Course	W
11/7-11/8	Marcia McBeath and Sukai Prom	CLEAR	CO and P
9/20-1/14/84	Sukai Prom	ALTA	I
3/9	Marcia McBeath	CSO Workshop	W and P
3/12-3/16	Marcia McBeath	Mapper	I
4/4-4/5	Sukai Prom and Marcia McBeath	Grants Admin. Conference	CO and P
4/23-4/27	Sukai Prom and Marcia McBeath	AERA	CO and P
4/30-5/1,5/4	Marcia McBeath	Run Design	W
4/16-417	Constance Cleveland	CBAM LoU	W
5/3	Sukai Prom, Marcia McBeath and Constance Cleveland	CBAM Stages of Concern	W and P
5/7-5/11	Sukai Prom	Mapper	I
5/30	Sukai Prom Marcia McBeath and Constance Cleveland	CBAM Innovation Configuration	W
5/31-6/1	Virginia Wise	Paraprofessional Conference	CO
6/11/615	Virginia Wise	Mapper	I
6/28-6/29	Marcia McBeath (both and Sukai Prom (1st)	Time on Task 1st National Invitational Conference	CO and P